



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**

Financial Analyst, GS-1160

**Job Announcement Number:**

9829-12

**Grade & Salary Range:**

GS-13: \$86,260 - \$112,136

**Opens:** 02/14/2012

**Closes:** 03/14/2012

*Full performance level: GS-13.*

**\*Initial cut-off date: 02/28/12.** Applications received by the initial cut-off date will receive first consideration. Applications received after this date will be considered only if needed. It is to your advantage to apply early

*(Applications must be received by 11:59 p.m. Pacific Time)*

**Anticipated number of positions to be filled:** More than one position may be filled

**Location:** Portland, OR

***Federal transfer relocation is not available for this position.***

**Type of Position:** This is a Permanent position with a full-time work schedule.

**Organization:**

Finance / Treasury / Debt & Investment Management (FTC)

**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

### Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### Job Summary & Major Duties

The incumbent of this position serves as a Financial Analyst for Debt and Investment Management, Finance Group and reports directly to the Debt and Investment Management Manager. The incumbent performs a significant technical leadership role on a wide range of strategic and operational financial analysis requirements.

As a technical financial expert, the incumbent's duties are:

- Coordinate and/or oversee all Lease Financing process activities across the agency, including Treasury, Accounting, Budget Planning & Forecasting, Legal, Supply Chain, and Transmission Services.
- Monitors BPA's ongoing Lease Financing related financial activities, policies, procedures and practices and their relationship to standard industry and federal government best practices.
- Determines appropriate communications with management and sponsors to assure program objectives are aligned with strategy, resolves issues, obtains commitments for support and provides information on program performance.
- Support strategy development and strategic initiatives in the area of BPA capital, including capital structure, financing, and allocation.
- Serve as senior technical expert on applications to manage BPA's debt portfolio and leading the analyses to optimize such portfolio.

- Responsible for coordinating and leading appropriate scenario analyses and providing effective oversight to other modelers to ensure the development of viable scenarios and quality output using BPA's Repayment Model.

The successful candidate will have experience with investment, treasury management and financial analysis, such as analyzing an existing debt portfolio, identifying and assessing full range of financing alternatives and debt instruments, evaluating the budgetary impact of financing alternatives, and recommending actions to optimize the debt portfolio. The successful candidate will possess strong analytical, organizational and communication skills; ability to work independently and as a team player; strong project management skills; ability to identify opportunities and creatively develop solutions; and a high level of personal integrity.

Debt and Investment Management (FTC) develops debt and investment management policies and strategies in support of BPA's strategic business initiatives. This organization also assures sustainable access to capital. They develop and execute non-federal financing alternatives and manage the non-federal debt portfolio. Organization activities include providing advice and consultation to managers in the development of programs requiring financing and providing strategic debt and investment management. Members of this organization have lead relationship responsibilities with the national financing community, including rating agencies, investment bankers, bond investors, and bond insurers. They are responsible for establishing policy and managing external trust funds including the Columbia Generating Station Decommissioning Fund. They maintain and implement the agency's interest rate policy. They are also responsible for preparing repayment studies and analysis and developing and implementing repayment policies.

Treasury (FT) directs financial planning and investment of funds for BPA and exercises authority for receipt, disbursement, banking, custody of funds, and financial instruments. This organization processes receipts, disbursements, payroll, provides cash and reserves management, conducts collection on overdue accounts, develops short and long-term cash forecasts, develops and executes cash management strategies, and plans and executes capital financing, and exercises funds control. They also ensure sustainable access to capital, and oversee investor and rating agency relations.

## Qualifications

### SPECIALIZED EXPERIENCE

#### GS-13:

1. Experience participating in bond or leasing transactions or other methods of securing capital funding, e.g., preparing official statements, analyzing amortization and maturity schedules, determination of redemption features, coordination with bond counsel and underwriters, etc.;
2. Experience running debt management variable simulation models to assess the interactions or relationships between variables, including experience developing assumptions, identifying and selecting inputs, managing input parameters, and analyzing results; and
3. Experience investigating and defining problems and issues; identifying assumptions and drivers and risks; developing and evaluating alternative courses of action; and preparing and presenting findings.

Experience at this level would include having participated in developing studies, policies, or issue papers involving financial, economic, operational, or planning problems and issues such as drafting rate case testimony, drafting issue papers on complex internal policies or processes, drafting reports on team findings, and/or junior management consulting experience.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

### KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit [http://jobs.bpa.gov/How\\_To\\_Apply/ksa.cfm](http://jobs.bpa.gov/How_To_Apply/ksa.cfm).

1. **Capital Management: Knowledge of the theory, concepts, and practices of capital management sufficient to lead bond or leasing transactions or other methods of securing capital funding to meet BPA's capital needs.** Your application materials should:
  - Demonstrate your experience in bond or leasing transactions or other methods of securing capital funding; and
  - Include the industry/industries this experience was gained and your role, e.g., managed, led, performed, assisted, in the process.
2. **Debt Management Modeling: Ability to model complex debt obligation transactions using software such as DBC Debt Manager to forecast and develop payment forecasts.** Your application materials should:
  - Demonstrate your experience using, maintaining and/or managing a financial model used to forecast an organization's annual debt repayment requirements out to up to 50 years;
  - Describe how you utilized financial knowledge as well as technical modeling ability; and
  - Describe the size and scope of the debt and/or investment portfolios you have experience working on.
3. **Debt Management Analysis: Skill in identifying and analyzing complex and sensitive debt management issues and situations to identify alternatives, forecast financial impacts of proposed alternatives, and develop findings and recommendations.** Your application materials demonstrate experience:
  - Identifying major economic, financial, and organizational drivers and risks, developing and evaluating alternative courses of action, and developing financial impact forecasts;
  - Preparing and presenting findings and recommendations to management officials; and
  - Include industry/industries this experience was gained and your role, e.g., managed, led, performed, or supported, in the process.
4. **Lease Financing: Skill in providing lease financing and other alternative financing policy recommendations, advice, and consultation to key decision makers (i.e. executives, managers, sponsors).** Your application materials should demonstrate experience:
  - Preparing and presenting findings and recommendations to management officials;
  - Providing recommendations on lease financing and other alternative financing alternatives.
5. **Project Management: Ability to apply project management principles and techniques, set objectives and targets, create work plans, and reliably deliver on expectations in an environment of competing demands.** Your application materials should describe experience:
  - Establishing and managing project objectives and targets; and
  - Developing and managing work plans in an environment with competing time and resource demands.

#### **ADDITIONAL REQUIREMENTS**

- **Confidential Financial Disclosure:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

#### **SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18)

#### **Application Package Checklist**

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.  
**Applications must include the following information:**
  - Job Announcement number, title, and grade
  - Full legal name, mailing address, contact telephone number and email address
  - **Country of citizenship** (SSN or other ID is not requested at this time)

- High school attended which includes name of high school and location.
  - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
  - Indication if we may contact your current supervisor.
  - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
- ☐ **VETERANS:** To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation
- ☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race form.

## How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

## Additional Information

**Veterans Information:** <http://www.usajobs.gov/vi>

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### Career Transition Assistance Program/Interagency Career Transition Assistance Program

**(CTAP/ICTAP):** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

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**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

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**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov>.

## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

**(please specify):** \_\_\_\_\_

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

**(please specify):** \_\_\_\_\_

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

**(please specify):** \_\_\_\_\_

☐ **Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

☐ **BPA employee**

☐ **Other (please specify):** \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px;"></div>		
Agency Use Only		
<b>Privacy Act Statement</b>  Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.  This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>		
<b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
<b>RACIAL CATEGORY</b> (Check as many as apply)	<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

Created from:  
 Standard Form 181  
 Revised August 2005  
 Previous editions not usable  
 42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446